Training Agenda: Generative AI for Business User (Full Day)

Code : AI-101

About This Course

This full-day training course on Generative AI is designed for business users eager to explore the transformative potential of AI in their industries. The course will guide participants in using Generative AI tools to address practical business challenges, fostering an environment of innovation and efficiency. By the end of the workshop, participants will have developed actionable strategies to implement Generative AI solutions, giving their organizations a competitive advantage in the market.

Target Audience:

- Business User Levels

Tools:

- ChatGPT or Microsoft Copilot

Prerequisite:

- Openness to exploring new ways of working using Digital and AI transformation.
- A basic understanding of AI technology and its impact on business

Expected Outcomes:

By the end of this workshop, participants will be able to:

- Discover Generative AI and its transformative potential in the focus industry.
- Define specific opportunities to apply Generative AI within their organizations.
- Learn how to use Generative AI tools to solve real-world business problems and drive efficiency.
- Deliver actionable strategies to implement Generative AI solutions for competitive advantage.

Device Preparation:

- Participants are encouraged to bring their laptops to fully engage in the hands-on exercises and explore the Generative AI tools firsthand.
- Ensure a stable internet connection for seamless tool access.

Brief Agenda

Time	Session	Description
Morning Session (09:00 - 12:00)		
09:00 - 09:15	Welcome and Introduction	Agenda and key objectives, initial thoughts on AI in the business context for Focus industry
09:15 - 09:45	Basic AI Concepts	History and development of AI, basic AI and machine learning concepts, explore core principles of Generative AI, business use cases.
09:45 - 10:30	Setting Up and Using ChatGPT or Microsoft Copilot	Overview and understanding of ChatGPT or Microsoft Copilot, basic usage including conversation initiation, prompts, and examples.
10:30 - 10:40	Break	
10:40 - 12:00	Content Generation for Focus Industry	Basic prompt engineering, writing assistance, creative writing, decision making, image generation.
Afternoon Session (13:00 - 16:00)		
13:00 - 13:45	Data Analysis and Insights	Constructing prompts, summarizing information, extracting insights from data, analyzing relevant datasets.
13:45 - 14:30	Personal/Group Assignment	Work on case studies, propose solutions using ChatGPT or Microsoft Copilot, discussion and feedback.
14:30 - 14:40	Break	
14:40 - 15:30	Implementation Strategies and Best Practices	Action plan development, best practices, ethical considerations, Q&A session.
15:30 - 16:00	Wrap-Up and Next Steps	Review key learnings, provide resources for further learning, outline follow-up activities.